

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Health Educator I		
TITLE CODE: 2808	SERIES: Health Education	
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$12.15-15.16/HR GRADE: 15 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.	
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Health Education Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Orients core functions and essential services to the local health department, assists in the identification of community health needs, participates in health education program planning, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality. Participates in the health education evaluation process, communicates effectively, develops and implements a plan of continued professional growth and development.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree

EXPERIENCE: Must have one (1) year of health related or education experience

SUBSTITUTION CLAUSE: See below

EDUCATION: N/A

EXPERIENCE: Master's degree, bachelor's degree or professional license in health or human services fields will substitute for one (1) year experience required.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Attends orientation sessions to develop an understanding of the role of the clinic in health assessment problems, meets with members of the community to establish a working relationship, becomes familiar with available community resources, assists in exchanging information with various organizations and agencies concerning health needs of the community, assists in assembling materials to be utilized, gathers health information for the public relative to the specialized programs, distributes health education materials by a variety of methods, provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR), participates as a team member, having a basic understanding of the team process, demonstrates an awareness of public service announcements (PSA) and assists in writing public service announcements for radio and television, submits written material to assigned supervisor for approval, determines working contacts with radio, TV and newspaper personnel. Collects and analyzes data for health program needs.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 01/15/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Health Educator II		
TITLE CODE: 2809	SERIES: Health Education	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$13.81-17.36/HR GRADE: 17 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Health Education Director or Health Education Coordinator		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Participates in the identification of community health needs, participates in health education program planning, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality Participates in the health education evaluation process, communicates effectively, including documentation, recordkeeping and correspondence, develops and implements a plan of continued professional growth and development.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree

EXPERIENCE: Must have three (3) years of health related or education experience

SUBSTITUTION CLAUSE: See below

EDUCATION: N/A

EXPERIENCE: Master's degree or bachelor's degree in health or human services fields will substitute for one (1) year experience required. A professional license in the health or human services fields will substitute for an additional year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR), works with members of the community to establish a working relationship. Compiles statistical information for health program needs, gathers health information for the public relative to the specialized program, and distributes health education materials. Establishes working relations with the community and school systems to teach and present appropriate aspects of health education under limited supervision. Utilizes appropriate educational methods and materials, determines contracts with and writes public service announcements for newspaper, TV, and radio, participates as a team member, demonstrates a working level of understanding cultural competency and serves as working supervisor.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 01/16/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Health Educator III		
TITLE CODE: 2810	SERIES: Health Education	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$15.79-\$19.95/HR GRADE: 19 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Health Education Director or Health Education Coordinator		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Participates in the identification of community health needs, participates in health education program planning, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality, participates in the health education evaluation process, communicates effectively both in writing and orally, including documentation, recordkeeping and correspondence, practices with professionalism and accountability as employee of the local health department, develops and implements a plan of continued professional growth and development.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree

EXPERIENCE: Must have four (4) years of health related or education experience

SUBSTITUTION CLAUSE: See below

EDUCATION: N/A

EXPERIENCE: Master's degree or bachelor's degree in health or human services fields will substitute for one (1) year experience required. A professional license in the health or human services fields will substitute for an additional year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR), works with members of the community to establish a working relationship. Compiles statistical information for health program needs, gathers health information for the public relative to the specialized program and distributes health education materials. Establishes working relations with the community and school systems to teach and present appropriate aspects of health education under limited supervision. Utilizes appropriate educational methods and materials, determines contracts with and writes public service announcements for newspaper, TV, and radio, assures that educational information and materials are up to date, demonstrates an understanding of cultural competency, participates as a team member and refers to supervisor as needed.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 01/16/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Health Education Coordinator		
TITLE CODE: 2812	SERIES: Health Education	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$16.89-\$21.41/HR GRADE: 20 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Health Education Director or Public Health Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Coordinates the identification and assessment of health education needs and the available resources, participates in health education program planning, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality. Participates in the health education evaluation process, communicates effectively including documentation, recordkeeping, and correspondence, provides leadership to health educators and senior health educators within the agency, develops and implements a plan of continued professional growth and development.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree

EXPERIENCE: Must have five (5) years of health related or education experience

SUBSTITUTION CLAUSE: See below

EDUCATION: N/A

EXPERIENCE: Master's degree or bachelor's degree in health or human services fields will substitute for one (1) year experience required. A professional license in the health or human services fields will substitute for an additional year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides services according to the guidelines set by the Public Health Practice Reference/Administrative Reference (PHPR/AR), provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum, shares health information with the public, Establishes a working relationship with the community, teaches appropriate aspects of health education in the community, exchanges information with various organizations concerning health education, disseminates and/or supervises the dissemination of health information to the public, utilizes radio, TV, and newspaper contact in disseminating public health information, assembles materials to be utilized in presentations. Assures that educational information and materials are up to date, demonstrates an understanding of cultural competency, participates as a team member and refers to Health Education Director or Public Health Director as needed for general direction. Serves as supervisor for health educators and/or support staff.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06	DATE OF LAST REVISION: 01/16/08
THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.	

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Health Education Director		
TITLE CODE: 2814	SERIES: Health Education	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$20.79-\$26.61/HR GRADE: 23 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Public Health Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Coordinates and directs the identification and assessment of health education needs and the available resources, oversees a comprehensive health education program, promotes positive health behaviors and works to reduce or eliminate health risk behaviors, documents services provided in a professional manner and maintains confidentiality, participates in the health education evaluation process, communicates effectively both in writing and orally, including documentation, recordkeeping and correspondence. Supervises and provides leadership to health educators, senior health educators and Health Education Coordinators within the agency, develops and implements a plan of continued professional growth and development.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree

EXPERIENCE: Must have six (6) years of health related or education experience. Two (2) of the six (6) years of experience must be in coordination or supervision.

SUBSTITUTION CLAUSE: See below

EDUCATION: N/A

EXPERIENCE: Master's degree or bachelor's degree in health or human services fields will substitute for one (1) year experience required. A professional license in the health or human services fields will substitute for an additional year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) Must have CHES Certification or a Master's Degree in Public Health.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides services according to the guidelines set by the PHPR/AR, provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum, and shares health information with the public with considerable knowledge. Establishes a working relationship with the community, teaches appropriate aspects of health education in the community, exchanges information with various organizations concerning health education, oversee the dissemination of health information to the public, utilizes radio, TV and newspaper contact in disseminating public health information. Applies communication theory and principles in the construction of health education materials, demonstrates an understanding of cultural competency, stimulates the development of cooperation among the personnel responsible for community health programs and receives policy direction from Public Health Director. Supervises a professional staff of health educators and support staff.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office or in a community setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 01/16/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.